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# PHYSICAL PROTECTION



A GSA HANDBOOK

GENERAL SERVICES ADMINISTRATION  
WASHINGTON, D. C.

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## CHAPTER 1. GENERAL

1. INTRODUCTION. Physical protection, an integral part of building management, is that phase of real property management which deals with preventing or controlling real and personal property loss or damage by fire, storm, and theft, or resulting from actions contrary to either Federal or local laws, or to regulations prescribed by the Administrator of General Services. It deals also with protecting persons from injury, with preventing interference with business conducted on the premises, and with providing special or security protection on a reimbursable basis.
2. APPLICABILITY. The provisions of this handbook are applicable to the physical protection activities of PBS in the Central and regional offices.
3. EXERCISE OF AUTHORITY. Authority shall be exercised in accordance with: delegations, applicable laws and regulations, and administrative and program directives and instructions in effect on the date of the exercise of such authority.
4. GSA PHYSICAL PROTECTION POLICY. The laws establishing the responsibility of GSA for protection of facilities under its control do not specify the amount of physical protection to be provided. The policy of GSA is to provide reasonable protection for facilities, material, employees, and others using the facilities. Reasonable protection is defined as that degree of personnel and/or mechanical protection required in normal day-to-day operations to prevent serious damage, loss or interference from the hazards of fire, storm, or negligence, or from acts contrary to law or regulation. If, despite the protection provided, any of the above-described conditions occur, the protection force shall be prepared to take the emergency measures necessary to minimize resulting hardship, injury or interference.
5. PROTECTION METHODS. Protection of Federal property and persons employed in or visiting the premises is provided by the following methods:
  - a. Personnel. Facility protection may be maintained by one or more of the following classes of employees: guard, guard-special police, combination guard, firefighter, and custodial, or by the use of contract personnel.
    - (1) Guards. Guards are uniformed employees of GSA who have qualified for such positions under standards established by the Civil Service Commission. They are responsible for the protection of

Federal properties and personnel therein against the hazards of fire, accident, theft, trespass, organized riot, sabotage and espionage, and are charged with maintaining order on public premises. Unless appointed "United States Special Police" by constituted authority, the guard's power to arrest is no greater than that of a private citizen.

(2) Special Police. When required, some qualified GSA personnel are appointed as U. S. Special Police under the provisions of existing law. (See Chap. 3-1, below.) They have the same responsibilities as regular guards, but in addition, in the District of Columbia, are vested with police powers equivalent to either the Metropolitan Police or the U. S. Park Police, or, in any location, have the same police powers as sheriffs and constables, when performing their duties upon Federal property.

(a) Appointments under the Act of June 1, 1948 (62 Stat. 281; 40 U.S.C. 318) shall be made at the discretion of the Regional Commissioner or his designee upon the request of the Chief, Protection Branch. Such request shall be accompanied by a completed GSA Form 1601 (FL), Appointment of Special Police, in triplicate. Signed copies shall be distributed as follows: original to the appointee; copy to the Regional Personnel Division for inclusion in the employee's personnel file; and copy to the Protection Branch. Appointments shall be withdrawn when the special police authority is no longer required, when the guard ceases to be a GSA employee, or when the authority is revoked.

(b) Appointments under the Act of May 27, 1924 (43 Stat. 174, 176; D. C. Code 4-208) shall be made only by the Administrator upon the request of the Regional Commissioner, unless the authority to so appoint is delegated subsequent to the issuance of this handbook. Such appointments shall be made in accordance with the provisions contained in GSA Form 1601 (FL), with appropriate changes.

(3) Combination Guards. Combination guards are those guards who, for administrative or operational reasons, do not devote their full employment time to guarding. Such personnel are trained as guards and normally devote a substantial part of their time to guard duties. When the primary duty and the most important qualification requirement is the guard function which is usually the case, these positions are assigned the official title of Guard. Such personnel may be identified by additional descriptive organizational titles, such as Guard-Elevator Operator, Guard-Fireman-Laborer, etc., in addition to, but not in lieu of the official

title. It is not essential that they be uniformed. However, if uniformed they may also be appointed special police in accordance with the provisions of existing law. (See Chap. 3-1, below.)

(4) Firefighters. GSA operates certain facilities having mobile firefighting equipment. These employ full-time firefighters or firefighters who perform maintenance and/or guarding duties in addition to their primary duty of firefighting. These latter employees are trained as firefighters, and normally devote a substantial part of their time to that assignment. When the primary duty and most important qualification requirement is firefighting, the positions are assigned the official title of Firefighter. These positions may bear such other descriptive titles as will indicate joint duties, but these titles shall be in addition to, and not in lieu of, the official title.

(5) Custodial. All building custodial personnel shall receive instructions in the protection of the property to which they are assigned. Although they are not given formal guard training, the extent of their protection instruction should be such as will enable them to supplement, or in time of emergency to assume, the protection duties performed by personnel described in subpar. 5.a. (1), (3), and (4) above. Whenever possible custodial work assignments shall be scheduled during periods when the building is otherwise unoccupied.

(6) Contract Guarding. In some situations it may be found that protection services can be provided more economically and/or more practically by contract with private protection firms than by utilizing GSA personnel. Such instances may exist where the Government leases part of a building and the owner is already providing protection for the rest of the building, where the remoteness of small areas from other operations makes supervision difficult and expensive, or for other cogent reasons. This method should be fully explored when taking over new operations. In each operation all protection methods, including those by contract, should be explored to the fullest to insure the selection of the one most efficient and economical. Contracts for protective services may be made with protective agencies but not with detective agencies. (See 26 Comp. Gen. 303, 306.)

b. Automatic Detection Equipment. Protection against intrusion may be provided entirely or in part by automatic alarms, including automatic burglar alarms of the metallic type which operate by breaking an electric circuit, and electronic alarms which operate by the use of ultrasonic devices, photoelectric cells, capacitors, or sound detectors. Automatic fire protection may be provided by sprinklers and alarms

which are activated by thermostatic control, or by the melting of certain metals following a sudden rise in temperature. Alarms may be local warning, they may be tied into a central station, the police or fire departments, or any combination thereof.

c. Physical Barriers. Protection of a facility beyond that provided by guards and/or alarms may be accomplished by the use of physical barriers to restrict or deny access to either the entire facility or specific areas. Barriers may be iron grilles, link or other type fences, bars, doors, locks, gates, vaults, or any other mediums which will serve to delay intrusion, define restricted areas, or direct the flow of personnel or vehicles. The effective use of barriers in certain areas in some facilities may serve to reduce or eliminate the guard and/or alarm requirements. The introduction of lighting around buildings has been found to be an effective deterrent to intrusion. If outside gates are locked after hours consideration should be given to providing keys to local Police and Fire Departments. An entrance bell or alarm should be installed at the gate so that authorized persons may alert the guard on patrol.

6. SELECTION OF PROTECTION METHODS. Before either personnel are assigned, or automatic alarm protection methods placed in operation, a survey of the facility shall be made, the points outlined in chap. 4-5 weighed, and the degree of protection necessary to protect the property determined. Initially, studies should be made with a view to protecting the building entirely with guard personnel. Other operating requirements, such as cleaning, elevator and boiler operation, and the possibility that combination positions would provide required protection, should be analyzed. The cost of these methods should be measured against the long range cost of installing automatic devices to provide at least the same degree of protection as the employment of guards or the reduced protection resulting from combination positions. The most economical and effective method should then be chosen. In some cases it may be evident that automatic devices alone will not supply the same degree of protection as guarding, but it may be apparent that the installation of such equipment will reduce guard personnel requirements to a point where the combination of the two will provide adequate protection and reflect a substantial saving. Automatic devices are generally quite technical in nature. Full use should be made of such organizations as the Underwriter's Laboratories, Inc., and private firms specializing in this field which will cooperate in making surveys and recommendations based on particular factors of individual locations.

7. PROTECTION SERVICES PROVIDED. GSA provides the following protection services:

a. Regular Protection. The determination of regular or reasonable



protection which is provided by GSA is largely a question of judgment after a comprehensive study has been made of the physical features of each property and the characteristics of its occupancy. (See chap. 4-5, below.) This determination shall be made by the Protection Branch in conjunction with the area manager or his representative.

b. Special or Security Guarding. GSA may supply any Federal agency with security or other special guard services on a reimbursable basis, provided that such agency is authorized to disburse funds for the service. The agency may specify the special duties to be performed, but the guards shall remain under GSA supervision and administration. If special clearance is required because of the security aspects of the guarded area, the required investigation shall be the responsibility of the requesting agency. General Services Administration guards are required to complete security questionnaires or provide other data needed for security clearance.

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## CHAPTER 2. THE GUARD ORGANIZATION

1. GENERAL. The Protection Division of the Office of Buildings Management is charged with the planning and developing of policies, procedures, standards and guides for the protection of Federal property. The actual protection of such property is a function of the Buildings Management Division through its area and buildings managers. The Chief, Protection Branch is responsible for developing procedures for protection training, inspection of guard operations, technical consultation concerning the use of protection devices, and the establishment of appropriate guides and standards for effective protection operations.
2. GUARD STRUCTURE. The Protection Branch shall, for the Buildings Management Division, arrange for the establishment of a table of organization of guards for each facility or group of facilities in which guard protection is utilized. Guard strength requirements will vary as indicated by the number and types of properties to be protected. (See chap. 4-5 below.) A fully staffed facility guard organization shall be composed of captains, lieutenants, sergeants, and privates, each in sufficient number to provide reasonable guard protection under adequate supervision. Where justified, guards may be detailed as clerks, in the rank of private or sergeant, as determined by assigned duties. When conditions make it mandatory or desirable that certain echelons of supervision and responsibility be eliminated, a table of organization containing fewer ranks shall be established. Duties and responsibilities of the guard unit, however, shall remain the same regardless of the absence of certain officer titles.
3. GENERAL RESPONSIBILITIES. It is impractical to list all duties and responsibilities of each guard rank, since an efficient guard must cope with every emergency. Major responsibilities of all ranks, however, may be summed up as follows:
  - a. Obey orders of constituted authority.
  - b. Enforce such laws and regulations as are within the scope of their authority.
  - c. Conduct themselves in a manner in keeping with the principles of good guarding practices as set forth in the Handbook for Guards.

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### CHAPTER 3. JURISDICTION AND POLICE POWERS

1. GENERAL. The area of jurisdiction of GSA guards extends only to property under the jurisdiction of the Administrator, and the policing powers extend only as prescribed by law as set forth below:

- a. Act of May 27, 1924 (43 Stat. 174, 176). This act (through various transfers of functions) authorizes the Administrator to appoint special policemen, without compensation, in connection with the policing of public properties under his jurisdiction within the District of Columbia, such policemen to have the same powers as those normally vested in the Metropolitan D.C. Police and U.S. Park Police. The authority under this Act has not been delegated as of the date of this issuance.

- b. Act of June 1, 1948 (62 Stat. 281; 40 U.S.C. 318). This act extends the authority of the Administrator to appoint uniformed GSA guards as special policemen, without additional compensation, for duty in connection with the policing of public buildings and other areas under his jurisdiction. Such policemen have the same powers as sheriffs and constables upon Federal property to enforce rules and regulations made and promulgated by the Administrator for the property under his jurisdiction. The jurisdiction and powers of such special policemen do not extend to the service of civil process, and are restricted to Federal property over which the United States has acquired exclusive or concurrent criminal jurisdiction. This authority has been delegated to the Commissioner, PBS, and redelegated to the Regional Administrators. (See chap. 1-5 a(2), above, for appointing procedures.)

2. TYPES OF LEGISLATIVE JURISDICTION.

- a. Exclusive Legislative Jurisdiction. This term refers to the power to exercise exclusive legislation granted to the Congress by article I, section 8, clause 17, of the Constitution, and to the like power which may be acquired by the United States through cession by a State, or by a reservation made by the United States in connection with the admission of a State into the Union. In the exercise of such power as to an area in a State, the Federal Government theoretically displaces the State of all of its sovereign authority, executive and judicial as well as legislative. However, it is accepted that a reservation by a State of only the right to serve criminal and civil process in an area, resulting from activities which occurred off the area, is not inconsistent with exclusive legislative jurisdiction.

- b. Concurrent Legislative Jurisdiction. This term is applied in those instances wherein, in granting to the United States authority which

would otherwise amount to exclusive legislative jurisdiction over an area, the State concerned has reserved to itself the right to exercise, concurrently with the United States, all of the same authority.

c. Partial Legislative Jurisdiction. This term is applied in those instances wherein the Federal Government has been granted for exercise by it over an area in a State, certain of the State's authority, but where the State concerned has reserved to itself the right to exercise, by itself or concurrently with the United States, other authority constituting more than merely the right to serve civil or criminal process in the area (e.g., the right to tax private property).

d. Proprietorial Interest Only. This term is applied in those instances wherein the Federal Government has acquired some right or title to an area in a State, but has not obtained any measure of the State's authority over the area.

3. LOCAL LAW ENFORCEMENT COOPERATION. Regardless of the degree of jurisdiction exercised by the Federal Government and the method of guarding utilized, it is necessary that specific procedures be established with local and Federal law enforcement agencies in the vicinity. These arrangements may range from mutual assistance agreements for aid in the event of large-scale disorders, the handling of Federal prisoners, or the handling of bomb threats or other incidents involving guard activity, to virtually full reliance upon police and fire departments. If guards may not be appointed special policemen under GSA authority (see par. 1, above) and comparable arresting authority is required, the possibility of having such appointments made by local, county, or state officials should be explored. Guards must be thoroughly instructed in procedures applicable to each facility they service and these procedures shall be identified in the Guard Desk Book. (See chap. 4-9, below.)

4. ARMING OF GUARDS.

a. Policy. Guards may be armed whether or not they have been appointed to act as special policemen. Arms shall be issued pursuant to an administrative determination that such issuance is necessary for the protection of the facility or the guard. Prior to issuance, the guard must qualify in the safe, proper, and legal use of the firearm under National Rifle Association, Federal Bureau of Investigation, or other recognized standards, and must requalify at least once annually. At locations where GSA is providing security guarding for other agencies on a reimbursable basis, guards must qualify by such standards as the reimbursing agency shall specify, but not less than once annually.

b. Use of Firearms. There are very few instances where the firearm is used by the guard. However this is not indicative of its value and effectiveness as a part of the official uniform and equipment. As in the case of the uniform and badge, the value is psychological as a crime deterrent. The badge is a public and official notice of the authority of the wearer, and the sidearm is evidence of such additional power as may be necessary to enforce and effectively maintain an arrest. The firearm should not be used except in extreme emergencies and then only in actual defense of the guard's or another person's life. The guard must be certain that the situation is so serious, life is so greatly endangered, and the crime or attempted crime is of such magnitude, that he is confident a jury would find him justified in its use.

#### CHAPTER 4. OPERATIONS

1. GENERAL. The bulk of protection costs results from the cost of labor rather than for uniforms, supplies, and equipment. Chap. 9 of this handbook provides information on the improvement of protection and reduction of costs through the use of automatic detection systems. The guides set forth in this chapter will assist in reducing costs by developing efficient manpower utilization. The grouping of operations, the scheduling of hours of duty to provide protection when most needed, the use of simple unwired type watchman systems, the use of combination positions, and the connection of alarms directly to fire, police, or other consolidated locations, are examples of action which might be taken to insure that required protection is provided efficiently and economically.
2. GROUPING OF PROTECTION OPERATIONS AND CONTROL CENTERS. Reasonable protection may be maintained and costs reduced by extending guard coverage where facilities adjoin or are within easy walking distance; where there is a minimum of after-hours operation; where security is not vital or storage is not subject to theft; or where the installation of alarm systems in one or more of the locations will reduce the requirements for guarding coverage. Patrol routes may be established to include two or more locations and buildings may be grouped under single guard supervision to reduce supervisory costs. In areas having a large number of federally occupied buildings, control centers may be established with direct alarm provisions and telephone or radio communication with the various buildings. The use of radio-equipped motor vehicles, walkie-talkie, and other rapid means of communications, should be explored for large, isolated, group, or control center operations.
3. DUTY HOURS. A guard works a straight 8-hour tour of duty which is referred to as a "relief." The first relief is normally from 12 p.m. to 8 a.m.; the second from 8 a.m. to 4 p.m.; and the third from 4 p.m. to 12 p.m. The guard is authorized to eat his lunch during his tour of duty for a period not in excess of 30 minutes at a time to be determined by his supervisor, such time to be scheduled to cause the least interference with his duties. During his lunch period the guard is officially on duty and subject to call. It may be advisable to adjust the normal duty hours to meet local conditions, such as the hours the building is open to the public, traffic control requirements, and other operation and protection factors. A guard may be scheduled for short periods of overtime duty if by so doing the need for an additional guard is eliminated. In any case, hours of duty shall be adjusted to gain effective and economical utilization of personnel. GSA Form 1874, Guards' Tour of Duty Schedule and GSA Form 1050, Schedule of Days off Duty, are available to record duty schedule information.



- a. GSA Form 1874. This form, Guards' Tour of Duty Schedule, shall be completed by the guard supervisor and posted in the office to which the guard reports, two pay periods in advance of the scheduled assignments.
  - b. GSA Form 1050. The use of this form, Schedule of Days Off Duty, is not mandatory. It has been found effective in some instances for distribution to the guards to inform them individually of their scheduled days off.
4. PATROL SYSTEMS. Many of the larger buildings are equipped with wired type watchman report systems. These usually consist of call boxes in various locations in the building connected electrically with a recording board in the guard office or other central building location. They are expensive to maintain and together with fire control boards, often become a justification for a guard to remain in the guard office on a fixed post basis (see par. 10a, below). In buildings without the wired type watchman report system, or where this system is inoperative or difficult to maintain in operating condition, the installation of the unwired or portable clock-type system, consisting of a recording clock carried by the guard and keys to actuate stations placed at strategic locations on the patrol route, is recommended. These portable type systems are inexpensive to install and maintain, provide flexibility in establishing patrol routes to keep pace with building and operation changes, and may be utilized efficiently for both inside and outside patrolling requirements.
5. ALARM SYSTEMS. The majority of buildings have fire alarm systems which connect only to the guard or other office and require guard coverage. Every effort should be made to work with local fire or police officials in order to have the fire alarm or other detection systems connected directly to the city systems, thereby reducing or eliminating the need for guard coverage. Such alarm systems may also be connected to a central station as a contract service or to a control center connecting the alarm systems from several buildings.
6. FACTORS DETERMINING PROTECTION REQUIREMENTS. The establishment of individual building protection requirements is a local responsibility. Each facility must be looked upon as a separate entity and all pertinent factors considered in arriving at the degree of coverage required to reasonably safeguard that facility against disaster, damage, or acts contrary to law or regulation. While the factors listed below are not all-inclusive, they are the more common factors to be considered and they show why the degree of protection required in a given building may not be fully determined by formula. The factors are to be used as guides and should not be substituted for the

more complete judgment to be exercised in meeting the protection problems of each facility. Reasonable protection of a facility is a fixed determination only as long as the factors going into the determination remain fixed. As the factors vary, so will the protection requirements. For example, the installation of sprinkler protection, or the removal of a hazardous type of operation would reduce the risk and therefore the protection requirements. Since Federal facilities are not insured and the Government is, in effect, a self-insurer, a certain amount of risk is assumed. Insurance companies will not insure bad risks and, as a self-insurer, neither should GSA.

a. Size. Significant factors in determining the protection requirements are the size of office buildings, the variety of activity, and the overall value of that which is being protected. If patrolling is required, routes should be established so that the after-hour guard patrols for approximately 45 minutes during each hour. The number and frequency of patrols will dictate the number of guards required for patrolling (see par. 11, below, for patrolling criteria).

b. Construction. The extent of potential fire loss or damage must be determined. Structural design, materials of construction, arrangement of space, number of floors, location of entrances, window and other openings, and building operating equipment, are pertinent considerations.

c. Occupancy and Use. The facility may be an office building, warehouse, laboratory, or one having varied operations. The type of occupancy may be a determining factor in the protection required and such conditions as the hours of business, number of employees, and any hazardous or technical operations must be considered. For example, a facility may house highly flammable material or material of a nature to attract pilferage or theft. Such a facility would require a higher degree of protection than one storing material that is nonflammable and of such bulk or limited value as to create little incentive for theft.

d. Surroundings. The characteristics of adjacent properties which might affect protection requirements must be calculated. The practicability or need for outside patrols, fences, or other physical barriers, must also be considered.

e. Protection Equipment. Protection equipment such as perimeter fencing, exterior lighting, gates, window grills or other type of opening protection, vaults, and automatic detection devices or systems serve to

improve protection by the reduction of risk, thus reducing guarding requirements. The practicability of installing automatic protection devices (see chap. 9, below) should be investigated. Where possible, automatic systems should provide for signal transmission to the local fire and/or police departments, or to a central station (or other manned center).

f. Location. An isolated building may require a greater degree of protection than a building in a congested area. The use of automatic devices, availability of local protective services, and type and hours of occupancy become more significant in isolated locations. A study should be made of local fire and police services, including availability, cooperativeness, and effectiveness of their equipment; and this information should be applied to the particular protection need or situation.

g. Personnel Coverage. During the period when custodial, maintenance, or other operating personnel are available, full utilization shall be made of their presence in the building or immediate area. When it is determined that such personnel may be utilized for protection duties, in addition to regular assignments, definite instructions for carrying out these duties shall be issued. The presence of regular building occupants working other than normal hours should likewise be taken into account.

7. MANPOWER ALLOWANCE. Guarding coverage may be required daily, irrespective of annual leave, sick leave, weekends, and holidays. When it has been determined that guards are required for periods in excess of the basic 40-hour workweek and for coverage of leave periods, the formula set forth below shall be used for determining manpower allowances:

1.15 positions for one 5-day post (40 hours)

1.61 positions for one 7-day post (56 hours)

3.69 positions for coverage after hours including  
Saturdays and Sundays (128 hours)

4.83 positions for full coverage 24 hours per day,  
7 days per week (168 hours)

There may be instances where guarding is required for only a portion of the day or week, but on a repetitive basis. This may occur frequently in special or security guarding, to handle parking or loading platform problems, etc. To simplify the computations required for part-time requirements, the factor of .02875 per hour should be used.

When multiplied by the number of hours per week, the manpower allowance table shown below develops:

- .02875 positions required for 1 hour of coverage for one post
- .0575 positions for 2 hours
- .230 positions for 8 hours
- 1.15 positions for 40 hours
- 1.61 positions for 56 hours

When protection duties are combined with custodial or maintenance positions, such as guard-laborer, guard-elevator operator, etc., the hourly formula shown above may be used to determine protection manpower allocations and costs.

8. ASSIGNMENT SHEET. The completion of GSA Form 1614, Assignment Sheet, will provide summary information on the physical protection afforded a facility by guard, firefighter, or combination guard position employees, and other items of related interest. Use of this form is required in every building under the charge and control of GSA where protection is provided by the employees described above, whether such personnel are GSA or contract. Detailed instructions for use are established on the reverse side of the form.
9. GUARD DESK BOOK. GSA Form 1715 (assembled), Guard Desk Book, provides a simple and effective means for guard training and for standardizing the operation of guard posts. The book is comprised of looseleaf section dividers with appropriate references to physical protection operating procedures and applicable forms. It shall be maintained at all guard offices and other locations where instructions, records, and reports related to guard activity are recorded.
10. GUARDING ASSIGNMENTS. Guarding assignments will vary with the individual protection requirements of the facility, and particularly in special or security protection situations. Special or security assignments may include perimeter or exterior patrols, gate, entrance, floor, wing, or room assignments, visitor escort services, identification pass or parcel controls, loading platform and traffic controls, or any part-time or full-time assignments desired by the reimbursing agency. Usual normal guarding assignments are listed below:
  - a. Fixed Post. Fixed posts shall be held to an absolute minimum and are justified only at control centers, fireboards, or at other protective

equipment locations where the presence of a guard is required at all times. In such instances, the guard must be relieved in order to leave his post of duty. Every effort should be made to relocate such equipment in order to eliminate the necessity of fixed posts.

b. Entrance Control. As a matter of policy, GSA does not assign a guard at a building entrance for purposes of providing information or to be of general assistance to visitors or in event of emergency. Entrance guarding is required only after regular hours in larger buildings having a substantial amount of after-hour activity, and it is impractical for other arrangements to be made for authorized entrance. Even in such instances, it may be necessary, for efficient building operations, to use the services of the guard to operate the elevator, issue keys, accept registered mail and parcels, conduct necessary building patrols, open and control auditoriums, conference rooms, parking lots, etc. A bell or other type of signal should be installed at the building entrance to signal the guard if entrance is desired.

c. Roving. As noted in b, above, if a guard is required for protection duties, he should not be assigned specifically to entrance guarding. In larger buildings, and where there is a heavy public activity, the services of a full-time guard, during the time the building is open for business, may be justified. Such guards should be established as roving guards with typical duties consisting of checking parking areas, loading platforms, public entrances, and hazardous areas. Although he is not immediately available in event of emergency, a roving guard without a fixed pattern of patrol provides good protection and his uniformed presence provides a psychological deterrent to crime.

d. Patrol. During the time the occupants are at work, patrols normally are not required. Patrols of a special or security nature may be required because of the activities of the tenants, and are therefore reimbursable. Patrolling after normal hours is, to a major extent, dependent upon the factors identified in par. 6, above. When such patrolling is required, routes, frequency, and special requirements during the patrol should be clearly defined. Patrols should be made on time, prescribed routes followed, and a system for supervision of patrols installed. Clock records should be reviewed periodically to insure that patrols are made as prescribed. Patrol routes should be identified and this information placed in the Guard Desk Book. Scale drawings of the facility, marked to identify routes, are of proven value in training new guards and assisting in locating guards during an emergency.

11. PATROLLING GUIDES. All patrols are important. In addition to the detection and control of fires, patrolling assists in controlling other protection and building activities as the trained human mind is capable of exercising judgment and initiating appropriate action in an endless variety of circumstances, many of which cannot be foreseen. Some of the more important activities to be checked are:
- a. Shops, lockers, trash rooms, and other dangerous areas for fire hazards. Check to see that materials that might spread fire have not been left close to boilers, stoves, hot pipes, etc., and that oily rags and flammable liquids that might cause spontaneous combustion are properly stored in metal containers.
  - b. Outside doors, windows, skylights and other openings to prevent unauthorized entry and damage from weather. Building entrances are to be locked or unlocked, as directed.
  - c. Safes, vaults, restricted or security areas, as directed.
  - d. Water taps or other water outlets, fans, heaters, stoves, motors, machines, gluepots, soldering irons, coffeemakers, hotplates, etc., left running, should be turned off, unless otherwise directed. Unnecessary lights should be turned off.
  - e. Tripping and other accident causes should be corrected or reported.
  - f. Unusual odors, especially smoke or gas should be traced until the cause of the condition has been determined to be satisfactory. Burning wood, paper, rags, or over-heated motors have their own distinctive odor.
  - g. Fire extinguishers and other fire equipment to make certain equipment is in place and ready for use. If obstructed, the condition should be corrected or reported for corrective action. Fire doors should be closed.
  - h. The presence of unauthorized persons in the building.

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## CHAPTER 5. TRAINING, UNIFORMS AND EQUIPMENT

1. TRAINING. As soon as possible after entering on duty guards shall be given a training course in job procedures, responsibilities and methods of operation. Although specific training procedure will necessarily be determined by local conditions, each region must assure that every guard is familiar with his duties and responsibilities, and has been thoroughly indoctrinated in the extent of his arresting authority and the procedures to be followed in enforcing that authority. When practicable, regions shall maintain a formal guard training school. When such a school is not feasible, training shall be extended by the use of the Handbook for Guards, on-the-job training, the use of local police and fire schools, soliciting firearms training from military establishments or local enforcement agencies, instruction by qualified persons in all guard phases, or by sending the guards to available training schools maintained by other agencies or organizations. Regional training officers should be requested to prepare the training program and every advantage should be taken of local training facilities.
2. UNIFORM OF THE GUARD. Detailed information on the procurement, accountability, official uniforms and insignia, and other pertinent uniform information is set forth in HB, Buildings Management Contractual Services and Supply Procedures, chap. 26 (PBS 2800.3).
3. HANDBOOK FOR GUARDS. The Handbook for Guards provides information, instructions, methods and procedures to assist guards and other protection personnel in carrying out assigned duties. This Handbook shall be carried by guards when in uniform.



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## CHAPTER 6. LOSSES, THEFTS AND ARTICLES FOUND

1. GENERAL. Guards and other GSA representatives shall act to assist building occupants in matters pertaining to losses, thefts and articles found. Every effort shall be made to return found articles to their rightful owners, or to safeguard them for a reasonable time pending claims by the losers. In handling such articles, the procedures set forth below shall be followed to assure accountability, identification and proper disposition. In a building where there is no GSA representative, the occupying agency or agencies may wish to adopt a similar procedure.
2. LOSSES. A person sustaining a loss shall complete a GSA Form 182, Report of Loss or Theft, in duplicate. In loss cases, the forms are retained in the guard office or other designated location.
3. THEFTS. When a theft of a personal item is involved, the original and two copies of GSA Form 182 shall be forwarded to the regional Compliance Division representative. If the theft is of Government property, the original and three copies shall be so forwarded.
4. FOUND ARTICLES. All articles found by guards, or turned over to them by others, shall be turned in as soon as possible to the designated office in the building. A record of all articles turned in shall be made on GSA Form 1039; Record of Property Found. These records shall be maintained in the guard office or other designated location. The person receiving the article shall complete GSA Form 252, Found Property Tag, and attach it to the article. The receipt section shall be detached and given to the finder. All currency received shall be counted in the presence of the finder by the person issuing the receipt.
5. NOTICE. The following notice shall be prepared with letters approximately one-half inch high, on cards approximately 11" by 5", and posted permanently on the bulletin boards in all buildings:

FOR	
LOST AND FOUND ARTICLES	
INQUIRE AT _____	OFFICE
ROOM _____	

The identification and location of the office designated to handle lost and found items shall be entered in the appropriate blank spaces.

6. DISPOSITION OF FOUND ARTICLES.

a. Every effort shall be made to locate the owner of any article received. Such efforts to locate the owner shall include reviewing the records of lost articles, contacting the occupants of the area where the article was found, or contacting the owner when definite identification of ownership is discovered on or in the article found. In making such contacts only a general description of the article should be given, the owner being required in all cases to satisfactorily identify the property.

b. The guard in charge, or other designated official, shall review GSA Form 1039, daily, and make arrangements to follow through on each article in attempting to locate the owner.

c. All found property, unless claimed by the owner, shall be held for a period of sixty days. Disposition of such property shall be made as follows and the action taken shall be recorded in the Lost and Found Book:

(1) Return to Owner. When a true claim is made, found property shall be released to the owner subject to his signing of the Lost and Found Book, such signature to be witnessed by a third person.

(2) Unclaimed Property. After sixty days ownership of all unclaimed property shall be determined to be vested in the United States. Currency shall be forwarded to the Office of Regional Comptroller for deposit in the Treasury as "Miscellaneous Receipts."

Articles of value, other than currency, shall be turned over to the buildings manager for reporting as excess property. In reporting, Standard Form 120, Report of Excess Personal Property, shall have typed on the page "ABANDONED OR UNCLAIMED PROPERTY SUBJECT TO SECTION 203 (M) OF THE ACT." (Federal Property and Administrative Services Act of 1949, as amended.)

d. Articles which may be required by the Compliance Division for investigation or as evidence shall be released to that office upon request. A record shall be made of all such releases, and a receipt obtained from the official to whom the property is released.

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## CHAPTER 7. FLYING THE FLAG

1. INTRODUCTION. Title 36 of the United States Code, Section 174e, provides "The flag should be displayed daily, weather permitting, on or near the main administration building of every public installation."
2. POLICY.
  - a. U. S. Flag. The policy of GSA is to fly the U. S. flag on the roof or near the entrance to each GSA-controlled building. In groups of buildings, such as within a compound or like area, a single flag on the roof or near the entrance to the main building or compound may suffice. GSA policy does not contemplate the display of the flag in public space such as lobbies, corridors and stairways, but such display is permitted under special circumstances and at the discretion of regional officials.
  - b. Other Flags. Flags of States, cities, other Federal agencies, and pennants should not be flown except with the approval of the Regional Commissioner. When other flags are flown on the same staff as the U. S. flag they shall be flown at a lower level. When other flags are flown from a separate and adjacent staff, they shall be flown at the right of the U. S. flag (the right of an observer facing the main building entrance).
3. PROCEDURES. Three occupancy categories are established for federally occupied space. The general outdoor flag flying responsibilities in each are set forth, subject to the provisions of paragraph 5, below.
  - a. GSA-operated Government Owned. The flag shall be flown on work days and on other days as directed by Presidential Proclamation or GSA instructions. Means for flying the flag shall be established, if not already available.
  - b. GSA-operated Government Leased. The flag will be flown as in a. above, when the entire facility is federally leased and GSA-operated. If there are no means for flying the flag GSA shall provide such means as an item of current maintenance.
  - c. Owner-operated Government Leased. GSA shall have no official responsibility for flying the flag on owner-operated Government leased property when there is only limited Federal occupancy therein. However, since it is desirable that the flag be flown at all locations housing Federal agencies, the cooperation of the owner should be solicited and, if practicable, a joint effort made to fly the flag over

such property.

4. FUTURE LEASES. Subject to the qualifications set forth in paragraph 5, below, all leases which provide for the lease of the entire premises for Federal use shall contain a provision requiring the lessor to provide suitable means for flying the flag. When the facility is fully owner-operated, the owner shall assume the responsibility of flying the flag in accordance with GSA policy.
5. EXCEPTIONS. Circumstances may make it impractical to adhere strictly to the above-prescribed procedures at certain locations. The responsible GSA official must therefore exercise his judgment regarding the practicability of flying the flag at such facilities. In making this determination the responsible regional official shall consider the following as guides:
  - a. Security considerations, such as locations of strategic stockpiles, classified locations, etc.
  - b. Safety hazards, i.e., location of pole is such that maintenance and/or raising and lowering the flag is hazardous.
  - c. Lack of provisions for flying the flag in facilities where one or more of the following conditions also exist:
    - (1) Short term lease;
    - (2) Lease renewal not anticipated;
    - (3) Cost of pole installation is excessive, when considering size, use, and rental of the facility; or
    - (4) Owner-operated space used solely for storage.
  - d. Other situations where good judgment indicates that flying the flag is impractical.
6. WHEN THE FLAG IS FLOWN. When the flag is displayed on or near a facility, it is flown only between the hours of sunrise and sunset. The exact time at which flags are to be raised and lowered is determined administratively and is usually consistent with guard patrols or other assigned duties.
  - a. The flag is normally flown on all workdays, including Saturday, if work is regularly performed in the building on that day. (In the District of Columbia the flag is flown over GSA-operated buildings daily, without exception.)

- b. The flag is also to be flown on holidays, on special days required by law, and on days specifically designated by the President. The holidays and special days on which flags are regularly to be flown are set forth in figure 7-6. Posters showing these special days will be distributed by regional Administrative Operations Divisions.
  - c. If any of the days in figure 7-6 fall on Saturday and if the day is officially observed on Friday, the flag shall be flown on both Friday and Saturday; if it falls on Sunday, and the day is officially observed on Monday, the flag shall be flown on both Sunday and Monday. When Memorial Day so falls, and is observed as above, the flag shall be half-staffed until noon of both days.
  - d. In the various states, the American flag shall be flown on the statehood anniversary date and the state holidays.
  - e. If there are facilities for flying more than one flag from the building, extra flags should be flown on holidays. GSA may also order the flying of extra flags on other days.
7. HALF-STAFFING THE FLAG. Presidential Proclamation 3044 (figure 7-7) prescribes the procedures to be followed in flying the flag at half-staff upon the death of certain officials and former officials of the Government of the United States and Governors of the States, Territories, and possessions of the United States. The following are pertinent GSA interpretations of procedures:
- a. When the time for flying the flag at half-staff is prescribed in Proclamation 3044 as a specific number of "days from the day of death," the period of half-staffing shall be the stated number of successive calendar days, including the day of death. The official period of mourning shall terminate at the usual time of lowering the flag on the last of the specified number of days, i.e., if the specific number of days is 10, and the death occurs on the 1st day of the month, the period of mourning shall terminate at the usual time for lowering the flag on the 10th day of the month.
  - b. The flag shall be flown at half-staff on all days during the specified mourning period. This includes Saturdays, Sundays and any other days when it would not normally be flown.
  - c. When the period for flying the flag at half-staff is prescribed as "from the day of death until interment," the time of half-staffing shall be from the time notification is received of the death until the usual time of lowering the flag on the day of interment.
  - d. The flag shall be half-staffed upon receipt of official notice or information obtained through radio, television, or other news media, of the deaths of any persons entitled to such honors as set forth in Proclamation 3044.

All days designated by Presidential Proclamation

New Year's Day	January 1
Inauguration Day (every 4th year)	January 20
Lincoln's Birthday	February 12
Washington's Birthday	February 22
Easter Sunday	Variable
Jefferson's Birthday	April 13
Pan American Day	April 14
Mother's Day	2nd Sunday in May
Armed Forces Day	3rd Saturday in May
Law Day and Loyalty Day	May 1
National Maritime Day	May 22
Memorial Day	May 30
Flag Day	June 14
Independence Day	July 4
National Aviation Day	August 19
Labor Day	1st Monday in September
Citizenship Day	September 17
Gold Star Mother's Day	Last Sunday in September
General Casimir Pulaski Day	October 11
Columbus Day	October 12
Veteran's Day	November 11
Thanksgiving Day	4th Thursday in November
United Nations Human Rights Day	December 10
Christmas Day	December 25

Figure 7-6. Special Days for Flying  
the Flag of the United States



e. Sections 1, 2 and 3 of the Proclamation designate by title those officials and former officials for whom the flag shall be displayed.

f. Section 4 specifies that the flag of the United States shall be displayed at half-staff in the event of the death of other officials, former officials, or foreign dignitaries in accordance with such orders or instructions as may be issued by or at the direction of the President, or "in accordance with recognized customs or practices not inconsistent with law."

g. Section 5 vests in the heads of the several departments and agencies the authority to direct that the flag of the United States be flown at half-staff on buildings, etc. under their jurisdiction "on occasions other than those specified herein which they consider proper, and that suitable military honors be rendered as appropriate."

h. Regional Commissioners are authorized, upon the death of any Federal officer appointed by the President, by and with the advice and consent of the Senate, and at the request of the office of which the deceased was an officer, to display the flag at half-staff from the day of death until interment, over any building in which the deceased had regularly performed official duties.

i. Except for the appointees described in subparagraph h. above, the flag of the United States shall not be displayed at half-staff on occasions covered by the quoted portions of Sections 4 and 5 of the Proclamation. (subparagraphs f. and g. above) unless:

(1) The President shall so direct; or

(2) Authorization is given by the Administrator.

j. Action to half-staff the flag as a result of a Presidential directive shall be taken as directed in subparagraph 7.d. above; action as to half-staffing the flag at the direction of the Administrator shall be taken by notification by memorandum, teletype, or other appropriate means.

8. CARE OF THE FLAG. The flag shall be handled with respect and dignity. It must always be kept clear of the ground or floor and displayed and stored in a manner to protect it from soiling, damage, or abuse. When the flag is soiled, torn or no longer usable, it shall be disposed of by burning or other dignified means.

PROCLAMATION 3044

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DISPLAY OF THE FLAG OF THE UNITED STATES OF  
AMERICA AT HALF-STAFF UPON THE DEATH OF  
CERTAIN OFFICIALS AND FORMER OFFICIALS

BY THE PRESIDENT OF THE UNITED STATES OF AMERICA

A PROCLAMATION

WHEREAS it is appropriate that the flag of the United States of America be flown at half-staff on Federal buildings, grounds, and facilities upon the death of principal officials and former officials of the Government of the United States and the Governors of the States, Territories, and possessions of the United States as a mark of respect to their memory; and

WHEREAS it is desirable that rules be prescribed for the uniform observance of this mark of respect by all executive departments and agencies of the Government, and as a guide to the people of the Nation generally on such occasions:

NOW, THEREFORE, I, DWIGHT D. EISENHOWER, President of the United States of America and Commander in Chief of the armed forces of the United States, do hereby prescribe and proclaim the following rules with respect to the display of the flag of the United States of America at half-staff upon the death of the officials hereinafter designated:

1. The flag of the United States shall be flown at half-staff on all buildings, grounds, and naval vessels of the Federal Government in the District of Columbia and throughout the United States and its Territories and possessions for the period indicated upon the death of any of the following designated officials or former officials of the United States:

- (a) The President or a former President: for thirty days from the day of death.

FIGURE 7-7. Presidential Proclamation 3044  
(Part 1 of 3)

The flag shall also be flown at half-staff for such period at all United States embassies, legations, and other facilities abroad, including all military facilities and naval vessels and stations.

- (b) The Vice President, the Chief Justice or a retired Chief Justice of the United States, or the Speaker of the House of Representatives: for ten days from the day of death.
- (c) An Associate Justice of the Supreme Court, a member of the Cabinet, a former Vice President, the Secretary of the Army, the Secretary of the Navy, or the Secretary of the Air Force: from the day of death until interment.

2. The flag of the United States shall be flown at half-staff on all buildings, grounds, and naval vessels of the Federal Government in the metropolitan area of the District of Columbia on the day of death and on the following day upon the death of a United States Senator, Representative, Territorial Delegate, or the Resident Commissioner from the Commonwealth of Puerto Rico, and it shall also be flown at half-staff on all buildings, grounds and naval vessels of the Federal Government in the State, Congressional District, Territory, or Commonwealth of such Senator, Representative, Delegate or Commissioner, respectively, from the day of death until interment.

3. The flag of the United States shall be flown at half-staff on all buildings and grounds of the Federal Government in a State, Territory, or possession of the United States upon the death of the Governor of such State, Territory, or possession from the day of death until interment.

4. In the event of the death of other officials, former officials, or foreign dignitaries, the flag of the United States shall be displayed at half-staff in accordance with such orders or instructions as may be issued by or at the direction of the President, or in accordance with recognized customs or practices not inconsistent with law.

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5. The heads of the several departments and agencies of the Government may direct that the flag of the United States be flown at half-staff on buildings, grounds, or naval vessels under their jurisdiction, on occasions other than those specified herein which they consider proper, and that suitable military honors be rendered as appropriate.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the United States of America to be affixed.

DONE at the City of Washington this first day of March  
in the year of our  
Lord nineteen hundred  
and fifty-four, and of  
the Independence of  
the United States of  
America the one hundred  
and seventy-eighth.

(Seal)

By the President:  
Walter B. Smith  
Acting Secretary of State.

DWIGHT D. EISENHOWER

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FIGURE 7-7. Presidential Proclamation 3044  
(Part 3 of 3)

9. INTERIOR DISPLAY OF THE FLAG. Frequent inquiries are made of Buildings Management personnel concerning the proper method of flying the flag in offices, conference rooms, and auditoriums. The correct positioning of the flag in such areas is set forth below:

a. In an Office. If the flag is flown from a staff it should be normally displayed behind and to the right of the main desk. (To the left of the observer as he faces the desk.) If it is flown on a staff elsewhere than behind the main desk it should be to its own right, (to the left of the observer after he enters the room and faces the flag.) If it is displayed flat behind the main desk it should be displayed above and to the right of the main desk. (To the left of a person facing the desk.)

b. In a Conference Room. When displayed in a conference room the flag should be flown as described in subparagraph a. above, except that the words, "the chair of the presiding officer" shall be substituted for the words "main desk."

c. In an Auditorium. When displayed flat in an auditorium and on a speakers stand, the flag should be displayed above and behind the speaker. When flown from a staff on a platform it should be displayed on the right of the platform as the platform faces the audience. If flown from a staff elsewhere in the auditorium it should be placed in the position of honor, i.e., at the right of the audience as it faces the platform.

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## CHAPTER 8. PHOTOGRAPHY IN PUBLIC BUILDINGS

1. GENERAL. "Rules and Regulations Governing Public Buildings and Grounds," prescribed in GSA Regulations 2-VIII state the GSA policy regarding the taking of photographs by news photographers on GSA-controlled premises for news, advertising, or commercial purposes. This policy is designed to work to the mutual advantage of photographers and Government agencies and enables GSA to aid tenant agencies in their relations with the press, other information mediums, and the public.
2. POLICY.
  - a. Public Space. News photographers may, without prior permission, take any pictures they desire in public space controlled by the General Services Administration, in single or multiple occupancy public buildings, except where applicable security regulations or a Federal Court order or rule prohibits such photography. The term "public space" shall mean entrances, lobbies, foyers, corridors, and auditoriums when used for public meetings.
  - b. Assigned Space. The taking of photographs in space occupied by tenant agencies is permissible with the consent of the occupying agencies. This will avoid violation of security regulations, safeguard Government property from damage, prevent interference with the orderly business of Government, and protect the Government from the prejudicial use of photographs in advertising.
3. GSA ACTION ON REQUESTS. The building manager shall take prompt action on requests from photographers by notifying tenant agencies that photographers have requested permission to take pictures in the space assigned to the agencies. The building manager shall advise the photographers whether or not the necessary consent has been obtained. In all circumstances, GSA officials and employees shall be as helpful as possible so as not to prevent or delay the taking of photographs. To the extent that GSA personnel and equipment permit, the building manager shall assist photographers in placing heavy photographic equipment and making attachments to power lines.
4. AGENCY ACTION ON REQUESTS. In the event a tenant agency invites, or upon request arranges for, photographers to take pictures in the space assigned to that agency, the tenant agency should immediately advise the building manager of the arrangement. This advance notice will avoid needless delays, expedite access by photographers, and give the building manager the time necessary to detail guards,

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electricians, or other service personnel, if available and required, to assist photographers. Oral notice will be sufficient at all installations other than those under security regulations, in which case the notice should be in writing.



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Figure 9-6. Application Chart

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## CHAPTER 9. AUTOMATIC INTRUSION DETECTION DEVICES

1. GENERAL. The purpose of this chapter is to provide information on automatic intrusion detection systems for possible use in improving protection of GSA controlled facilities. The application of electrical protection to a particular situation may provide advantages in economy of manpower or funds, or in increased effectiveness of protection. The determination to install a particular system or device is a local decision which must be based on a number of factors. Some of these factors are:
  - a. Identification of the Protected Property. This may range from a single exposed item in an easily penetrated limited area to an entire building or group of buildings located on a large well-secured land area. There must be a clear identification of what is to be protected before any protection plans are formulated.
  - b. Degree of Protection Required. A determination must be made of the required degree of protection. It may be that because of building characteristics a conventional safe alone will provide the protection necessary, or the protection need may extend to restricting access to an entire area by means of signs, personnel, lighting, and intrusion detection systems.
  - c. Capability of the System. The system must be able to:
    - (1) Detect an intrusion attempt or abnormal condition.
    - (2) Transmit a visual and/or audible alarm signal to a guard or police headquarters prepared for immediate response.
    - (3) Have "on" and "off" transmission line supervision.
    - (4) Signal for power or line failure.
    - (5) Operate on a standby power system.
    - (6) Be in continuous operation through adequate inspection, maintenance and repair.
  - d. Cost. In many cases the introduction of automatic intrusion detection systems will permit a reduction in personnel. This will usually represent a dollar savings in that the cost of installation and service will be less than the cost of providing the manpower,

either initially or projected over several years.

2. SCOPE. This chapter contains general information on some acceptable automatic intrusion detection devices and systems, a brief explanation of the principles or operation of the various systems, and some applications to specific situations. It does not contain detailed technical information nor does it attempt to compare the merits of the systems offered by the different manufacturers and service agencies dealing with this equipment. Technical representatives of companies which manufacture, lease, install or service these systems are normally available for consultation for technical assistance, planning, and cost estimates.
3. ALARM SYSTEM CLASSIFICATION. Alarm systems used in protecting facilities are generally classed as local, central station, proprietary, or direct connect services.
  - a. Local Alarm Systems. Protective circuits and devices of these systems are connected to audible sounding devices located on protected premises. Disturbances of these systems by activating protective devices, or by unauthorized entry through wired portions of the property, cause the alarms to automatically operate until stopped (1) manually (key control), (2) by exhaustion of the power supply, or (3) by the use of timing devices. These systems are partially under the control of the owner or others interested in the property. They are, however, maintained under the care and regular inspection service of the installing company, which is expected to respond to trouble and service calls. The owner must activate and deactivate the equipment, and report malfunctions to the service company.
  - b. Central Station Systems. Electrical protection circuits and devices are automatically signaled to, recorded in, maintained, and supervised from central offices having trained operators and responding guards in attendance at all times. These systems are independently owned, controlled, and operated by persons, firms, or corporations engaged in furnishing such services, and having no interest in the protected property.
  - c. Proprietary Systems. These systems are similar to central station systems, except that the alarm panels are located within constantly manned guard rooms or stations maintained by building owners (private or Federal) for individual security. The systems are operated by the proprietors' personnel who respond to all alarms.

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d. Direct Connect Systems. These systems provide detection and signaling devices at the premises; and alarm receiving equipment at responding local police or fire department headquarters. These systems are maintained and serviced by the installing companies, but are activated and deactivated by the owners.

4. USE OF INTRUSION DETECTION DEVICES. Generally, devices which detect intrusion may be used to increase protection of sensitive objects or areas and/or to reduce personnel requirements. It is emphasized, however, that their worth is contingent upon their continued efficiency of operation, and the ready response to warning signals by protection forces, whether they be facility guards, local police forces, guards provided by the company servicing the system, or other contractual personnel.

5. ZONAL PROTECTION. Zones to be protected may be placed in four categories, i.e., perimeter, area, building, and object. The subparagraphs immediately following define the categories.

a. Perimeter. Perimeter protection is that provided at the extreme outer border of the facility, including areas where entrance or egress may be effected. Intrusion protection of a perimeter is basically provided by patrols, augmented by fences, other physical barriers, lighting, and warning signs. Intrusion detection devices may also be introduced at the perimeter to alert protection personnel to the location of the intrusion.

b. Area. Area protection is the protection afforded between the perimeter and the building area. It may also be identified as an area within the building area, but one which, for reasons of security, hazard, etc., must receive more protection than the rest of the building area. Intrusion protection of this zone may be provided by one or more of the methods used to protect the perimeter, i.e., patrols, fences, gates or barriers, special lighting, warning signs, and automatic intrusion detection devices.

c. Building. Building protection is that provided at openings to the building, including doors, skylights, windows, and gates to interior parking or shipping areas. Intrusion protection of a building may be provided by patrols, locks, physical barriers, lighting, signs, and automatic intrusion detection devices.

d. Object. Object protection is that provided to an object within a building which may be the subject of theft, sabotage, unauthorized

exposure, or other trespass. The protected item may be an object within a room, such as a safe, vault, or cabinet, or the item may be the room itself, and the protection must be extended to all contents. Intrusion protection of such objects may be provided by patrols, locks, barriers, signs, and automatic intrusion detection devices.

6. TYPES, APPLICATION AND OPERATION OF SYSTEMS AND DEVICES. Figure 9-6 is provided as a guide for possible application of intrusion devices and systems. Specific information on various types and operating characteristics follow:

- a. Foil or Metallic Tape. Applied to glass surfaces in a pattern prescribed for the particular type and size of the glass, a metallic tape or foil is wired as a current-carrying system. A break or crack in the glass will break the foil, interrupting the circuit and causing an alarm.
- b. Spring Contact. Applied to movable windows or doors, a spring contact is wired into a current-carrying circuit. When the window or door is opened, interaction of the springs and lugs of the device provides an open circuit and a cross circuit causing an alarm.
- c. Electromagnetic Contact. Applied to doors and similar openings, an electromagnetic contact consists of an actuating magnet block attached to the movable portion, and a magnetic switch attached to the stationary portion and wired into a current-carrying circuit. When the door is opened the magnetic field of the actuating block moves away from the magnetic switch. The switch then operates to another position causing an alarm. Some of these devices have more than one magnet and a series of magnetic switches for additional protection.
- d. Vibrating Contact. Applied as supplementary protection to walls, ceilings, show windows, and other surfaces, the vibration contact has a small pendulum-like weight which, in its normal position, maintains a closed current-carrying circuit. An attack on the protected surface will cause the weighted pendulum to swing away from the normal position, opening the circuit and causing an alarm.
- e. Wire Lacing. Applied to ceilings, walls, floors, wooden door panels, cabinets, and other surfaces, small gauge wire is laced in a current-carrying, covering pattern. The lacing is usually covered with a finishing material such as plaster, plywood or masonite and blended in with the decor. Breaking through the protected surface will break the wire, thereby breaking a circuit and causing an alarm.

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f. Trap Wiring. Applied to air ducts, window airconditioners, service ducts, and other restricted openings, fine current-carrying wiring, either by itself or in wooden dowels, is installed as necessary to prevent intrusion. The wiring may be hooked to a pull or pressure release switch so that tension, release of tension, or breaking of the wire will cause an alarm.

g. Wired Cabinet. Used to protect safes, file cabinets, or other items, the cabinet is wired with fine current-carrying wire or foil over all six surfaces and with electrical contacts on the openings. Opening the doors or breaking through any surface of the cabinet will break the circuit causing an alarm. Cabinets are available in various sizes and finishes as required.

h. Wooden Dowel Screen. Applied to doors, windows, walls, ceilings, and other openings and surfaces, screens made of wooden dowels with fine current-carrying wire imbedded therein are constructed to fit the specific opening or surface. Breaking of a dowel or disturbance of the framework will break a wire thereby breaking one or more circuits and causing an alarm. Screens may be installed permanently or hinged, or installed in brackets so as to be removable for access during unprotected periods.

i. Photoelectric Systems. Applied indoors as traps or outdoors as a perimeter or area detection system, or as a part of a capacity fence (see k below), photoelectric systems consist of projectors providing chopped or modulated light sources, and photocell receivers. A beam between projector and receiver may be angled into various patterns by use of mirrors. Breaking of the beam will cause an alarm. When used outdoors, these systems must be installed on flat terrain as beams will not follow contours. Gullies or depressions on the line of a beam will permit access without detection.

j. Capacity Systems. Applied to safes, file cabinets, metal objects, or window areas capacity systems consist of antenna sections (usually the protected metal object) and ground screens or "counterpoise." An electromagnetic field is created around the protected object, coupling the antenna and counterpoise through the air. Any approach into the protective field by an intruder will upset the capacity balance of such systems and create an alarm.

k. Capacity Fence. Applied to a perimeter or enclosure, the capacity fence consists of a number of antenna wires, strung in an array, which create a surrounding electromagnetic field. An approach to the fence array will upset the capacitive balance of the system and create an

alarm. Gaps not covered by the fence array, such as gates, open entrances, etc. may be protected by photoelectric beams.

l. Ultrasonic Motion Detection Systems. Applied to spaces such as rooms or warehouses, ultrasonic systems consist of transmitting transducers which generate ultrasonic sound energy, and receiving transducers which receive and review this transmitted sound energy. Through an electronic control the energy is balanced. The sound energy pattern fills a space by reflecting from surfaces. Motion created by an intruder in the protected area disturbs the sound pattern and creates an alarm. These systems are excellent for detecting "hide-outs" or "stay-behinds." While sound absorbent areas containing thick rugs, furniture, drapes and ceiling accoustical tile may present problems, proper installation and adjustment of equipment should provide adequate performance.

m. Sound Detection Systems. Applied to vaults and storage areas meeting vault construction requirements, sound detection systems consist of a number of sensitive microphones mounted in the area. Any noise, over the sound level to which the equipment is adjusted, will create an alarm.

n. Position Supervision. Applied to valves, controls, or switches, various devices may be set to detect any change in position from normal and cause an alarm. A wide variety of these devices is available to provide automatic supervision of various controls and processes to include temperature, humidity, flow in pipes, power failure, and other activities.

o. Intercommunication Systems. Used in conjunction with automatic detection systems, intercom systems provide two-way communication between areas, allowing control personnel to listen to activities in an area and direct actions of guard or other personnel.

p. Sound Surveillance Systems. Used in conjunction with other automatic detection systems, sound surveillance systems consist of very sensitive microphones located in areas which will detect and convey sounds within their range.

q. Closed Circuit Television. Used in conjunction with other automatic detection systems, closed circuit television systems allow visual surveillance of areas or operations. While not recommended as the sole means of intrusion detection, such systems can be valuable aids as they may be installed in many combinations of cameras and receivers to answer various requirements for visual surveillance.

r. Emergency Call or "Holdup Devices." When located in elevators, cashiers, or tellers' areas, or in areas where valuables or highly classified operations or material are handled, a variety of these devices will allow operating personnel to summon assistance. These devices are operated by hand, by foot, or in other ways, to send a signal without calling visual or audible attention of the person(s) against whom the signal is being operated.

s. Photographic Security Systems. Applied to situations where robbery or pilferage are active threats, these systems consist of cameras containing timeclocks, and sequence regulators which may be set to take pictures within specified ranges at desired intervals during any desired hourly period.

t. Combination of Systems. Since each security or detection problem may differ in requirements from another situation, a combination of systems may be necessary to achieve desired results. Thus, a capacity fence around a perimeter may be combined with sound surveillance, an intercommunications system, and a closed circuit television to provide visual and audible surveillance; devices may be installed to automatically activate zone or perimeter lighting when an alarm is created; etc.

7. ADDITIONAL CONSIDERATIONS. A variety of devices and systems are available for specific protection tasks. However, even when the protection need is identified and the type of equipment best suited to provide that protection is determined, the following requirements must be considered prior to any purchase or lease commitment:

a. Approval Standard. All systems, devices and materials should, as a minimum requirement, meet the Underwriters' Laboratories, Inc. safety and performance standards.

b. Careful and Correct Installation. Installation of intrusion detection devices must be made by a responsible business agency which is knowledgeable concerning the sensitivity of the equipment, and the special attention required during its installation.

c. Continuous Inspection, Maintenance, and Repair. No system will remain effective without this attention. Provision must be made for both regularly scheduled service and the availability of an immediate response in the event of an emergency. Only qualified personnel, whether they be employees of GSA, the installer, or of other recognized reputable servicing agency, should be permitted to make inspections, maintain and repair the equipment.



August 2, 1961

8. SUPPLY SOURCES. No recommendation of any company or manufacturer is meant to be conveyed in this paragraph. It seeks only to list known companies concerned with the manufacture, sale, installation, or service of equipment used for intrusion detection. The following alphabetical listing is by no means complete, but the organizations named have available one or more of the intrusion detection devices described herein. Addresses given are either those of the home offices, or the Washington, D. C. representatives. Local directories should be checked for agency representatives in the area in which installation of intrusion detection devices is contemplated, as well as the Underwriters' Laboratories, Inc. listings.

American District Telegraph Co. 1757 K Street, N. W. Washington 6, D. C.	Kidde Ultrasonic and Detection Alarms, Inc. Brighton Road Clifton, New Jersey
Diamond Power Specialty Corp. P. O. Box 415 Lancaster, Ohio	Mosler Research Products, Inc. 3 Keeler Street Danbury, Connecticut
Electro-Security Corporation 275 Main Street Webster, Massachusetts	Penntronics, Inc. Fort Washington, Pennsylvania
Minneapolis-Honeywell Regulator Minneapolis 8, Minnesota	Potter Electric Signal and Manufacturing Co. 1211 Pine Street St. Louis, Missouri
Imperial Products Co., Inc. 31 - 17 Queens Boulevard Long Island City, New York	Radio Corporation of America Industrial Electronics Products Front and Center Streets Camden, New Jersey
Thompson Products, Inc. Dage Television Division 10th and Sweeden Streets Michigan City, Indiana	United Electronics Laboratory Cam-Eye Division 3497 Park Drive Louisville 16, Kentucky

APPLICATION AREA	INTRUSION DETECTION DEVICES											
	Foil or Metallic Tape	Spring Contacts	Electro-Mechanical Contacts	Electro-Magnetic Contacts	Screens (Wired Dowel)	Wire Lacing (Covered)	Trap Wiring	Laced Container or Cabinet	Vibration Contacts	Photoelectric	Capacity Fence	Capacity System
<b>PERIMETER</b>												
Property Line										x	x	
Accessways										x		
<b>AREA</b>												
Outside Restricted Areas										x	x	
Courtyards										x	x	
Shipping Areas										x	x	x
Storage Yards										x	x	x
<b>BUILDING</b>												
Doors	x	x	x	x	x	x	x					
Windows	x	x	x	x	x	x			x			x
Vents		x	x	x	x	x	x			x		
Traps		x	x	x	x	x	x			x		
Floors						x						
Ceilings						x			x			
Walls						x			x			
Spaces						x				x		
Corridors										x	x	x
Stairwells										x		
Elevator Shafts and Doors	x	x	x	x								
<b>OBJECT</b>												
Rooms										x		x
Vaults		x	x	x		x			x			
Safes		x	x	x		x		x			x	
File Cabinets		x	x	x				x			x	
Models & Mock-ups	x	x	x	x		x	x	x			x	
Display Cabinets	x	x	x	x		x	x	x			x	
Critical Equipment	x	x	x	x		x	x	x			x	
Critical Valves												x
Critical Switches												x
Critical Controls												x
Cashier's Cages												x

Note: The above application of intrusion devices is for guide purposes only and may vary under specific conditions.

FIGURE 9-6 APPLICATION CHART

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## CHAPTER 10. SPECIAL PROTECTION REQUIREMENTS

1. GENERAL. In the protection of property and personnel there is the possibility that situations such as bomb threats and demonstrations will occur which require special handling. Although such situations are infrequent, preplanning is required to insure that if they occur, the necessary action may be taken without delay. The importance of protecting property under GSA control, such as the national stockpile, may require special controls including the inspection of vehicles and other property. Some of the GSA-operated buildings have credit union or banking facilities which may also require special attention. This chapter deals with the preplanning required in special protection situations.
2. BOMB THREATS. A bomb, as referred to herein, is an explosive or incendiary apparatus which, if detonated or otherwise triggered, may cause demolition, fire, injury, death, serious commotion, or panic.
  - a. General. The conditions surrounding bomb threats are so variable that it is not feasible to establish an overall procedure to be applied in all instances. The presence of a bomb may be actual or fictional; the warning may be anonymous or from identifiable sources; the recipient of the information may be at any employment level, creating a problem of communications; or the warning may be by almost any means and may encompass many claims.
  - b. Responsibility. GSA is responsible for the protection of the property under its control and for the safety of personnel occupying such property. As the GSA representative, the buildings manager has the responsibility to establish procedures to be followed when a bomb threat is received. These procedures should clearly outline the action to be taken when an estimate of the situation by the buildings manager indicates that employee evacuation is advisable, and action when the estimate of the situation indicates that a search without evacuation is the reasonable course.
  - c. Evaluation of Situation. In evaluating the situation the buildings manager should consider: (1) Action normally followed by local police, fire, or other bomb specialist organizations; (2) similar experiences; (3) warning time factors; (4) location and extent of the danger area, if known; (5) factors which may have a bearing on the reliability of the warning and the danger involved; and (6) other factors which would indicate a definite or required action. He should determine whether building evacuation shall or shall not be pursued and then direct the application of the procedure, which in his judgment is reasonable and prudent.

d. Development of Procedures. In developing the procedures for bomb threats the following areas should be covered:

(1) Local Agreement. Where possible, an agreement should be established with local fire, police or ordnance departments, or other units having a bomb disposal capability, to assist in such emergency situations.

(2) Personnel Recruitment. In addition to the assistance received from local bomb disposal units, the buildings manager should recruit building personnel to assist in building evacuation, perimeter or zone control, and search, as directed. Recruitment should be from members of the Building Organization for Self-Protection and from individuals recommended by tenant agency officials. (See HB, Building Organization for Self-Protection (PBS P 2460.1) for other details.)

(3) Personnel Training. Arrangements should be made for building personnel to be trained to assist in this type of emergency. Such training should normally be performed by the local fire, police, or other departments with training capability; should be restricted to evacuation, control, and search techniques; and should not extend to training in the techniques of neutralizing, removing, or otherwise having contact with a bomb or what appears to be a bomb.

(4) Alarm. The signal or method to be used to evacuate the building or a portion of the building should be established. The signal for complete evacuation should be the same as that for fire evacuation. Evacuation should be accomplished with the assistance of the Building Organization for Self-Protection. When complete building evacuation is not to be undertaken, if time permits, those individuals selected to assist in the emergency should be notified by telephone, messenger, or by any other means that will prove effective.

(5) Controls. If the building is evacuated, controls must be established to prevent unauthorized building access. If the suspected danger area is identified and it is decided not to evacuate the entire building, the method of clearing the zone of all personnel should be established. A perimeter of approximately 300 feet from the suspected site shall be established and maintained until the danger is determined to have passed.

(6) Building Communications. Personnel assisting in the building search shall be advised of the necessity of reporting to the authority in charge if, during the search, any article which appears to be a bomb, or is otherwise suspected, is found. The article should

not be touched or disturbed except by bomb specialist personnel.

e. GSA Notification Requirements. Following the notification of local officials and building personnel, the buildings manager shall notify the Chief, Buildings Management Division, through established channels, who is responsible for relaying the information to the regional Compliance Division representative for transmittal to the nearest FBI representative. The Chief, Buildings Management Division shall be kept advised of developments and a full written account must be submitted to him when the incident is closed.

3. DEMONSTRATIONS. The improper handling of demonstrations in GSA-controlled facilities may result in substantial criticism. Every effort must be made to establish a clear and workable plan in advance, to make certain that persons engaged in such demonstrations are handled with due regard to their legal and constitutional rights and with calmness and restraint.

a. Policy. It is the policy of GSA to allow public access to the grounds, entrances, lobbies, foyers, corridors, and auditoriums when used for public meetings, in public buildings under GSA control. Access is permitted except when those areas are restricted; and provided that such access is not for the purpose of standing, parading, or moving in procession or assembly; displaying any flag, banner, or device designed or adapted to bring into public notice any party, organization, or movement; distributing leaflets, handbills, or other literature; or violating any rule or regulation promulgated by the Administrator of General Services, unless such access is specifically approved by the Regional Administrator or his designee. Rules and Regulations Governing Public Buildings and Grounds, Section 201.00, Chapter VIII, Title 2, Real Property Management includes, among other things, a section entitled "Nuisances" which specifies and prohibits activities normally associated with demonstrations.

b. Control of Demonstrations. To prevent or bring under control activities prohibited in par. 3a, above, the following procedures shall be followed:

(1) The Area Manager shall establish and maintain liaison with the District United States Commissioner, Attorney, and Marshal; the FBI; and local, county, and state police officials in his area of responsibility. He shall confer with them to draw up an agreement for mutual assistance. In this connection reference is made to Department of Justice memorandum No. 8, April 7, 1953, which directs United States Marshals to lend assistance to GSA

"in coping with disturbances in Federal buildings upon request of the building superintendent." Marshals are also authorized to take such steps as the situation requires, even to the extent of deputizing persons or guards. If guards have not been appointed as special policemen, this agreement should specifically provide for temporary deputizing by the United States Marshal or other authority in order to provide necessary police power. Details of this agreement shall be supplied to each buildings manager, (See figure 10-3, Department of Justice Memorandum No. 8.)

(2) As soon as the buildings manager becomes aware that there is an intention to commit one of the acts prohibited in par. 3a, above, or that such an act is in progress, he shall immediately notify the appropriate persons identified in (1), above. This information should also be brought to the attention of the Chief, Buildings Management Division, through appropriate channels.

(3) When there is prior notice that a demonstration will take place on GSA-controlled property, the guards shall be instructed to prohibit entry into the facility by persons who, by parading, bearing signs, or by other actions, identify themselves as participants in an activity prohibited by a, above. If such persons attempt to force entry into the facility, they may be placed under arrest.

(4) If persons should gain entrance to the facility and then begin a demonstration, either individually or as a group, they shall be asked to leave. If they refuse, become disorderly, or offer passive resistance, i.e., lie on the floor, sit on the floor, etc., they may be placed under arrest.

(5) If an arrest becomes necessary those arrested should be charged with committing a nuisance, disorderly conduct, unwarranted loitering, breach of the peace, vagrancy, unwarranted assembly, or such other charge as may be applicable. The charge shall be determined by a combination of factors including (a) the actions that take place, (b) the type of jurisdiction at the facility (see chap. 3-2, above), and (c) the agreement for mutual assistance identified in (1), above. If the Federal Government has exclusive or concurrent jurisdiction, item No. 6 "Nuisances" of the Rules and Regulations Governing Public Buildings and Grounds, will be applicable. Charges in facilities having other types of jurisdiction will be dependent upon local ordinances and the agreement established in accordance with (1), above, and violators shall be subject to such penalties or fines as provided by law.

DEPARTMENT OF JUSTICE  
WASHINGTON

April 7, 1953

MEMO. NO. 8

MEMORANDUM TO ALL UNITED STATES MARSHALS

From time to time there have been threats of disturbances in Federal Buildings by unruly persons which have given General Services Administration some concern. To be prepared for any future contingencies United States Marshals and their deputies are hereby instructed to lend any assistance in coping with disturbances in Federal Buildings upon request of the building superintendent. Marshals are authorized to take such steps, including special deputization of persons or guards, as the situation may require. Full report in writing should be submitted to the Department in such an event.

S. A. ANDRETTA  
Administrative  
Assistant Attorney General

Figure 10-3. Department of Justice Memorandum No. 8



4. INSPECTION OF VEHICLES AND OTHER PROPERTY.

a. General. In facilities where the value of the materials stored is high or vital to the national defense, or where experience indicates a need, the following procedures will enable guards or other authorized personnel to inspect vehicles and trailers, contents therein or thereon, and all other property, including, but not limited to, brief cases, cartons, or other packages, and to seize unlawfully possessed Government property. Inspection and seizure procedures outlined herein are applicable irrespective of the type of jurisdiction held over the areas by the Federal Government.

b. Applicability. The inspection and seizure procedures outlined herein shall not be applied in a facility unless specifically authorized by the Regional Administrator or his duly authorized representative. Application for authorization shall be jointly executed by the Regional Directors of the Services concerned.

c. Procedure. Upon authorization by the Regional Administrator or his duly authorized representative, the following specific procedures shall be observed:

(1) Training. Guards or other authorized personnel shall be trained to effect an inspection to protect the property of the Government in such a manner as to avoid offending or harassing persons whose property is being inspected. Guards should be instructed that an incoming person's vehicle or other property may not be inspected over his objection but, in this situation, access to the facility may be denied.

(2) Posting Inspection Notice. A notice to the effect that persons who enter do so with the understanding that property in their possession is subject to inspection shall be prominently displayed. Figure 10-4.1 is provided as a sample notice that may be used for this purpose.

(3) Vehicle or Package Application and Permit. The procedures to be followed regarding vehicles or packages (see par. 1, above) brought into the facility will differ from those regarding property acquired while on the premises. All procedures shall apply to both employees and visitors.

(a) Property Acquired Prior to Entry. Both employees and visitors shall be encouraged, whenever feasible, to leave all vehicles and packages at the gate entrance where they may be reclaimed when leaving the facility. If this is not expedient,

an application for a vehicle or package permit may be made. Such applications may only be approved and permits issued if the individuals concerned have by their signatures, agreed to the examination of the vehicles or other property at any time they are on the premises. Figure 10-4.2 provides a sample form of application and permit that may be used for this purpose. The form shall be completed in duplicate and the copy shall be given to the permittee. The copy shall be prominently displayed from the windshield of the vehicle or be retained with the package by the individual during his stay within the facility. The copy shall be surrendered upon leaving the facility and its return shall be noted on the original. The copy may then be destroyed. Inspection of packages and vehicles before entering the facility need not be made unless considered necessary to prevent sabotage. A sealed package taken into the facility need not be searched upon leaving if it is apparent that it has not been opened in the facility. A cursory examination should be made of all vehicles departing from the facility unless some suspicious circumstances or probable cause should warrant a more thorough inspection.

(b) Property Acquired Within the Facility. Vehicles or packages acquired while in the facility may not be removed without a permit or pass. Such permits or passes, to be issued by supervisors or other authorized persons, shall be issued only upon the signing of the inspection consent agreement. If a person should attempt to leave the facility with a package or vehicle for which no pass has been issued a discreet effort should be made to obtain the consent of the person to a casual inspection to determine whether such package contains unlawfully possessed Government property. In the event of such consent, although oral, an inspection will be considered as lawful in view of the posted warning (see figure 10-4.1). In the event of an objection to the inspection, there should be no compulsory examination of any person's property unless there is reasonable or probable cause to suspect the theft of Government property.

All vehicles and property are subject  
to inspection while within the confines  
of this facility.

Figure 10-4.1. Inspection Notice

I (We) hereby apply for the privilege of entering the  
above-named facility. This application is made with  
the understanding that upon entering, while on the  
premises, and upon leaving, all vehicles and trailers,  
contents therein or thereon, and all other property  
including, but not limited to, brief cases, cartons,  
and packages, may be inspected and all property  
belonging to the United States Government, the removal  
of which is not covered by permit or pass, may be seized.

Figure 10-4.2. Application and Permit

5. BANKING OPERATIONS. In those buildings housing credit union and/or other type of banking operation, a program of preparedness should be considered, based on the fact that as depositories of cash and securities, such facilities are natural targets for attack. In the large majority of instances, expenditures required for this special type of protection are properly reimbursable. These guides, many of which do not require the expenditure of funds, are established in the interest of overall protection and for discussion with responsible officials. For purposes of such discussion, this type of protection may be divided into three parts.

a. Actions to be Taken to Discourage Robbery. These precautionary actions may be summarized as follows:

- (1) Installation of burglar, holdup, bell, microphone, or buzzer systems for automatic and immediate alerting of guards, central station, or police department. The installation of movie cameras, loaded and maintained in readiness, might be considered.
- (2) Periodic testing and maintenance of such systems to make certain they will operate properly when needed. A minimum of one monthly test is recommended.
- (3) Conducting a thorough background investigation of each facility employee and member of the guard force and requiring a bond on all employees handling funds.
- (4) Avoiding routine or predictable patterns in the opening and closing of the bank, in the hours in which employees (particularly guards) take their lunch, or in deliveries of cash or trips to the bank. Conspicuous moneybags should not be used and at least one person should accompany the messenger carrying bank funds and receipts.
- (5) Keeping only a minimum of cash in tellers' cages, and instructing employees never to leave currency and securities unattended.
- (6) Using decoy money--such a series of recorded bills could be planted in advance in tellers' tills, in the bags of messengers, and in the vault or safe.
- (7) Locking (and appropriate checking) of vaults and premises after hours, and locking of extra openings during open hours. Thorough checking of the authority of strangers before they are permitted access to any bank spaces during open hours.

(8) Maintaining a close security on keys and splitting the combination of vaults and safes so that more than one person is required to open them, and confining information regarding the vault and safe combination, amount of funds handled, etc., to as few persons as possible.

(9) Installing clear wired glass in the doors leading to the corridor so that passers-by may have a clear view of the banking office.

(10) Storing funds in safes that are large enough to prevent easy carrying and sufficiently durable to withstand ordinary attempts at jimmying.

(11) Establishing and posting lists of instructions to be followed in the event of an emergency. Lists should include the telephone number of police and fire departments and the Federal Bureau of Investigation. (Under the Federal Bank and Robbery and Related Crime Statute, Title 18, U.S.C. Section 2113, the FBI has jurisdiction to investigate robberies, burglaries, and larcenies committed against certain banking institutions, including Federal Credit Unions.)

(12) Using visible deterrents, such as armed and uniformed guards (trained in firearms use) and steel bars over windows and skylights. Publicize the fact, without going into detail, that the bank is fully protected by burglar and holdup alarm systems.

(13) Relocating the facility from the ground floor to an upper floor.

(14) Instructing employees to be security conscious and observant, and to report strangers and other suspicious persons loitering in or near the premises. Suggestions should be sought from bank employees as to security measures which will suit the specific needs of the institution.

b. Actions During a Robbery. The second part of these preparedness guides covers actions that personnel should or should not take during an actual holdup. The first consideration should be the safeguarding of life. Resistance has not proved effective in leading to the apprehension of criminals. Leave the capture of suspects to the police. Unhurried actions should include:

(1) The discreet and prompt use of silent holdup alarm devices which permit the teller to signal an alarm even while obeying the bandit's instructions.

(2) Careful scrutiny of the bandit to provide police with an accurate description of his physical characteristics, mode of dress, mannerisms, or any peculiarities which will aid officers in their search later.

(3) Obtaining a description of the vehicle used, if any, by the bandits to make their escape, and noting the direction or route taken.

c. Actions After a Robbery. Some of the actions and precautions to be taken to avoid dangerous disclosures after a robbery or holdup include:

(1) Immediate notification of police in the event an alarm system has not been signaled.

(2) Securing the names and addresses of all persons inside and outside the bank who might have witnessed the incident.

(3) Instructing all bank personnel not to discuss the incident even among themselves, until the police have a chance to question them. A general discussion will likely result in greater uncertainty and in changed opinions and impressions.

(4) Taking steps to preserve the scene of the crime from accidental destruction of fingerprints and other potentially incriminating evidence.

(5) Releasing information to the press only through the bank's manager or other designated person. It should be this officer's responsibility to see that no information is given out which will encourage more incidents, such as quoting the amount the bandit did not get, or overlooked. Names of witnesses should not be given out, as this can put their lives in jeopardy. The bank's security program should not be compromised by explaining the system to the press or in reports for reader interest.